

## MALTA PUBLIC SERVICE

**Call for applications for students wishing to pursue a career with the Malta Public Service to be engaged as Senior ICT Support Officer on successful completion of a course leading to a:**

**Diploma in Computing in (*Computing Engineering or Computer Science*) OR  
Diploma in IT in (*Artificial Intelligence or Computing and Business or Software Development*)  
with the University of Malta.**

*Nomenclatures denoting the male gender include also the female gender.*

1.1 The Institute for the Public Services (IPS) is seeking to identify suitable students from outside the Public Service to pursue a full-time course leading to a **Diploma in Computing/IT** accredited at MQF Level 5. Suitable applicants will pursue the course at the University of Malta (UoM) as IPS full-time students.

1.2 The course will include class work and work placement within the Malta Public Service in areas related to the course content. The selected applicants who graduate in the **Diploma in Computing/IT** will be appointed as Senior ICT Support Officer at Salary Scale 11 level of responsibility, subject to the terms, conditions and benefits stipulated in this circular, within the various Ministries in the Public Service.

1.3 The course leading to the **Diploma in Computing/IT** will commence in October 2022 with lectures being held according to a timetable issued jointly by IPS and UoM and which will cover the class and work placement. The course is of a duration of two (2) years and is accredited at Level 5 within the Malta Qualifications Framework.

### **Terms and Conditions**

2.1 Candidates who are selected for the IPS Student Scheme to read for the Diploma in Computing/IT will enter into a study and work placement within the Malta Public Service as directed by the Institute for the Public Services.

2.2 The course will be undertaken if there is sufficient uptake.

2.3 Until the successful attainment of the diploma, successful applicants will only be deemed as public officers for the purpose of the IPS Student Scheme and cannot apply for internal calls for applications.

2.4 The remuneration is at an hourly rate of the minimum of Salary Scale 13 (€18,074 in 2022 and €18,641 in 2023) for the duration of the course. Bonus and income supplement will be on a pro-rata basis in accordance with the Social Security Act and other relevant legislation. This remuneration does not affect the Student Entitlement to the Stipend.

2.5 Candidates will be selected prior to starting the course of study and will be posted for duties in areas that are related to the course being pursued. This will offer such candidates the opportunity of being monitored in applying their studies in practice during their working hours.

2.6 The work placement during the scholastic year will be as established in the course design and normal weekly working hours during the academic summer recess. Vacation Leave can be availed of only during the work placement. Sick and vacation leave will be calculated on a pro-rata basis depending on the number of hours worked.

2.7 For the duration of the course both IPS and UoM will be sharing information related to the students' studies and performance.

2.8 During the placement period, applicants will be entitled to unpaid study leave and may absent themselves for up to four (4) working days prior each examination period.

2.9 Candidates who are selected will be required to take up appointment as Senior ICT Support Officer and to serve the Public Service for a period of not less than two (2) years in the area ICT following the successful completion of the diploma. On attainment of any higher qualification, the appointee will be allowed to progress in any higher grade in the areas of ICT. Failure to take up appointment as Senior ICT Support Officer and to serve Public Service for 2 years will incur a penalty of €2,500 subject to a pro-rata deduction for each completed month of service after completion of the course.

2.10 Once having successfully completed the course and having obtained the Diploma in Computing/IT, and in order to ensure appropriate career progression, candidates will be appointed as Senior ICT Support Officer at Salary Scale 11 level of responsibility (€21,277 x €375.17 - €21,957 in 2024) and will be assigned to perform duties within the Public Service according to the order of merit. The Senior ICT Support Officer position has a career path that includes progression in the initial years of service.

2.11 The appointment as Senior ICT Support Officer is subject to a probationary period of six (6) months. Appointments are on a full-time basis and are subject to the rules and regulations governing from time to time the Malta Public Service in general and involves liability to transfer for effective service delivery.

2.12 During the work placement, appointees, will be contacted by the Institute for the Public Services to complete the applicable induction programme.

### **Eligibility Requirements**

3.1 By the closing time and date of this call for applications, applicants must be, from outside the Public Service and must be:

- i.
  - a. citizens of Malta; **or**
  - b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; **or**
  - c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **or**
  - d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **or**
  - e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit under regulation 18 (3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007"; **or**
  - f. in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in

accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- ii. must be proficient in the Maltese and English languages;

**AND**

iii. must be in possession of:

**Diploma in Computing**

**(Computing Science Area)**

General Entry Requirements together with:

- a) Two Advanced Level passes at Grade C or better in Pure Mathematics and in any other subject; and
- b) An Intermediate Level pass in any subject (excluding the subjects presented at Advanced Level)

**OR**

The Certificate in ICT Foundation Studies from the University of Malta

**OR**

Will have reached the age of 23 by the beginning of the first semester of the Course for which they applied, as “Adult Learners”.

**(Computer Engineering Area)**

General Entry Requirements together with:

- a) Two Advanced Level passes at Grade C or better in Pure Mathematics and in one of the following subjects: Applied Mathematics, Biology, Chemistry, Computing and Physics and;
- b) An Intermediate Level pass in Physics, if not presented at Advanced Level.

**OR**

The Certificate in Engineering Sciences from the University of Malta.

**OR**

The Certificate in ICT Foundation Studies from the University of Malta.

**OR**

- i. Passes in the Secondary Education Certificate Examination including English Language, Mathematics and Maltese, and
- ii. The MCAST-BTEC Higher National Diploma (HND) in an area deemed to be relevant to the course.

**OR**

Will have reached the age of 23 by the beginning of the first semester of the Course for which they applied, as “Adult Learners”.

### **Diploma In Information Technology**

#### **(Software Development Area)**

General Entry Requirements together with:

- a) Two Advanced Level passes at Grade C or better chosen from the following subjects: Applied Mathematics, Biology, Chemistry, Computing, Economics, English, Information Technology, Philosophy, Physics, Pure Mathematics, and
- b) An Intermediate Level pass at Grade C or better in Pure Mathematics (if not offered at Advanced Level); and
- c) An Intermediate Level pass in Computing (if not offered at Advanced Level); or Information Technology (if not offered at Advanced Level).

**OR**

The Certificate in ICT Foundation Studies from the University of Malta.

**OR**

- i. Five passes in the Secondary Education Certificate Examination, including English Language and Maltese, and
- ii. An Intermediate Level pass in Systems of Knowledge and;
- iii. An Intermediate Level pass at Grade C or better in Pure Mathematics, or at a corresponding level of other examinations recognised by Senate for the purpose of the Admissions Regulations; and
- iv. Either a Diploma of the City and Guilds of London Institute Course No 7235 in Applied Information Technology or the MCAST-BTEC Higher National Diploma (HND) in Computing or any other qualification from a recognised Institution considered to be equivalent.

**OR**

Will have reached the age of 23 by the beginning of the first semester of the Course for which they applied, as “Adult Learners”.

#### **(Computing and Business Area)**

General Entry Requirements together with:

- a) Advanced Level passes at Grade C or better in two of the following subjects: Accounting, Applied Mathematics, Biology, Chemistry, Computing, Economics, English, Information Technology, Marketing, Philosophy, Physics, Pure Mathematics, and

- b) An Intermediate Level pass at Grade C or better in Pure Mathematics (if not offered at Advanced Level); and
- c) An Intermediate Level pass in Computing (if not offered at Advanced Level) or Information Technology (if not offered at Advanced Level).

**OR**

The Certificate in ICT Foundation Studies from the University of Malta;

**OR**

- i. Five passes in the Secondary Education Certificate Examination, including English Language and Maltese, and
- ii. An Intermediate Level pass in Systems of Knowledge and
- iii. An Intermediate Level pass at Grade C or better in Pure Mathematics, or at a corresponding level of other examinations recognised by Senate for the purpose of the Admissions Regulations; and
- iv. Either a Diploma of the City and Guilds of London Institute Course No 7235 in Applied Information Technology or the MCAST-BTEC Higher National Diploma (HND) in Computing or any other qualification from a recognised Institution considered to be equivalent.

**OR**

Will have reached the age of 23 by the beginning of the first semester of the Course for which they applied, as “Adult Learners”.

### **(Artificial Intelligence Area)**

General Entry Requirements together with two passes at Grade C or better in Pure Mathematics and Computing provided that one of these passes is at Advanced Level and the other pass is at least at Intermediate Level;

**OR**

The Certificate in ICT Foundation Studies from the University of Malta;

**OR**

- i. An Advanced Level pass at Grade C or better in Pure Mathematics, or at a corresponding level of other examinations recognised by Senate for the purpose of the Admissions Regulations; and
- ii. Either a Diploma of the City and Guilds of London Institute Course No 7235 in Applied Information Technology or the MCAST-BTEC Extended Diploma in IT or the MCAST Advanced Diploma in IT or the MCAST-BTEC Higher National Diploma (HND) in Computing.

**OR**

Will have reached the age of 23 by the beginning of the first semester of the Course for which they applied, as “Adult Learners”.

### **The below applies for all above courses:**

Applicants shall be admitted to any of the courses above if they ÷

e) ~~will~~ have reached the age of 23 by the beginning of the first semester of the Course for which they applied, hereinafter referred to as “Adult Learners”, and are judged to be eligible for admission by the Admissions Board on the basis of an assessment to determine whether such applicants are able to achieve the same academic standards as applicants admitted in terms of regulation 12;

3.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the qualifications as indicated in paragraph 3.1 (iii) (a) or (b) will still be considered, provided that they submit evidence that they have obtained the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognised MQF level programme of study, as required in the aforementioned eligibility criteria, by the closing time and date of the call for applications.

3.3 Applicants must be of conduct which is appropriate. Applicants must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

3.4 Applicants must be eligible to take up their due appointment, in terms of 3.1 to 3.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

3.5 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

### **Submission of Supporting Documentation**

4.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>).

4.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

4.3 Applicants are kindly requested to indicate their first (1<sup>st</sup>) and second (2<sup>nd</sup>) preference for the respective course when submitting their letter of application:

- a. **Diploma in Computing (Computing Engineering);**
- b. **Diploma in Computing (Computer Science);**
- c. **Diploma in IT (Artificial Intelligence);**
- d. **Diploma in IT (Computing and Business); or**
- e. **Diploma in IT (Software Development).**

## Selection Procedure

5.1 Eligible applicants will be assessed by a Selection Board composed of representatives from IPS and UoM to determine their suitability and commitment towards following the course and their suitability and aptitude for eventual assignment as Senior ICT Officer. The maximum mark for this selection process is 100% and the pass mark is 50%.

5.2 As regards to applicants eligible under paragraph 3.1 (iii) (c), the Selection Board may require candidates to undertake additional studies as part of their acceptance. The Board reserves the right to evaluate the prospective candidate's competences through an assessment.

5.3 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 3.1 to 3.4, have proven relevant work experience.

5.4 Once selected, applicants will be automatically registered with UoM.

## Submission of Applications

6.1 Applications are to be submitted to the Principal, Institute for the Public Services, People and Standards Division, Office of the Prime Minister, through the Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a **letter of application** (indicating the first and second preference for the course), **Curriculum Vitae** (which should include a list of qualifications held by applicant), **scanned copies of qualifications** including transcripts where applicable, and a **Certificate of Conduct** which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is **13:30 hrs (Central European Time) of Tuesday, 13<sup>th</sup> September 2022**. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

6.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

6.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

6.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete or missing documents.

## Other General Provisions

7. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- medical examination;
- the process for the submission of petitions concerning the result;
- access to application forms and related details;
- retention of documents,

may be viewed by accessing the website of the People & Standards Division <https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Department/Division/Directorate are <https://instituteformpublicservices.gov.mt/> and [ips@gov.mt](mailto:ips@gov.mt).